



**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

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PAUL HIGA
Acting Chief Probation Officer

January 6, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF STANDARDIZED CONTRACT WITH COMMUNITY-BASED
ORGANIZATIONS TO PROVIDE HOME-BASED GENDER SPECIFIC SERVICES TO
PROBATION YOUTH UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT
(JJCPA)**

(3 VOTE, ALL SUPERVISORIAL DISTRICTS)

IT IS RECOMMENDED THAT YOUR BOARD:

- . Approve contracting with three (3) Community-Based Organizations (CBOs) to provide home-based gender specific services to high risk/high needs female youth in four (4) service areas for an initial contract amount of \$76,336 each, for a total of \$305,344, fully offset by Juvenile Justice Crime Prevention Act funds, for the period following Board approval through June 30, 2005, by delegating authority to the Chief Probation Officer to negotiate, finalize, and execute individual contracts substantially similar to the attached standardized draft (Attachment A), after final approval by County Counsel.
2. Delegate authority to the Chief Probation Officer to contract with one (1) additional CBO on a sole source basis to provide home-based gender specific services in Cluster 3 for which no responsive proposals were received, for the initial contract amount not to exceed \$76,336 commencing upon full execution through June 30, 2005, by negotiating, finalizing and executing a contract substantially similar to the attached standardized draft contract with the selected CBO, after approval as to form by County Counsel.

PROBATION: PROTECTION, CORRECTION, SERVICE

3. Delegate authority to the Chief Probation Officer to approve the addition or replacement of any agency subcontracting with the CBOs, and to execute modifications to the contracts to extend the terms for up to four (4) additional 12-month periods not to exceed \$100,000 each, contingent on continued legislative funding and approval as to form by County Counsel.
4. Delegate authority to the Chief Probation Officer to execute modifications to the contracts not exceeding twenty-five (25%) percent of the maximum contract cost and/or one hundred eighty (180) days to the period of performance pursuant to the terms contained therein upon approval, as to form, by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to obtain Board approval to award five (5) contracts (Attachment A) with CBOs to provide home-based gender specific services for Probation female youth under the JJCPA High Risk/High Needs program. Services will be provided within five (5) geographical areas known as Clusters within the Los Angeles County as listed below.

The contracted services will include intensive family-centered, home-based gender specific services delivered to a targeted population of high-risk female youth ages 14-18, and their families. These services will be provided at the participant's home and are intended to avert an ongoing escalation of criminal and delinquent behavior, and to promote school success for all participants. The proposed contracted services are consistent with elements of effective gender-specific programming to females. The recommended agencies will provide services in their service area and contiguous communities. Because the proposals received for Cluster 3 were deemed non-responsive and were not evaluated, services for Cluster 3 will be provided by a contractor on a sole source basis. The recommended agencies and service areas are as follows:

Clusters	Recommended Agencies
1	Stars Behavioral Health Group
2	American Asian Drug Abuse Program
3	To be determined
4	Stars Behavioral Health Group
5	Asian Youth Center

The per-service unit costs proposed by each of the recommended agencies are listed on Attachment B.

Implementation of Strategic Plan Goals

The recommended Board action is consistent with the Countywide Strategic Plan Service Excellence Goal #1 and Children and Families' Well-Being Goal #5. Implementation of the recommendations will enable a continuum of service models for high risk/high needs female youth that include home-based services.

FINANCIAL IMPACT/FINANCING:

Each of the five (5) contracts will not exceed a maximum of \$76,336 for the initial contract term to commence following Board approval through June 30, 2005. Subsequent contract amounts will not exceed \$100,000 each for the 12-month periods. These costs are 100% offset by Juvenile Justice Crime Prevention Act funds, which are included in the FY 2004-2005 Probation Department's budget. No net County cost is required to fund the recommended contracts. The contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On April 13, 2004, your Board authorized the Chief Probation Officer to apply for and accept \$27,961,789 in fourth year JJCPA funding for FY 2004-2005 from the Board of Corrections, upon approval of the County of Los Angeles Application and

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Comprehensive Multi-Agency Juvenile Justice Plan Modification (Plan). The FY 2004-2005 Plan includes the merging of the Gang Intervention and Intensive Transition services programs into the new High Risk/High Needs program, and restructuring all of the Gender Specific services programs, including those in the community, camps, and juvenile halls. As such, the Department solicited for services under the new programs through a competitive bid process.

The proposed contracts are for a period to commence following Board approval through June 30, 2005 for an amount not to exceed \$76,336 each. The initial funding amount reflects the anticipated level of services that will be required during the initial contract term. The contract terms may be extended up to four (4) additional 12-month periods in amounts not to exceed \$100,000 each, contingent on continued legislative funding and approval as to form by County Counsel.

The scope of work for the contracted services involves providing home-based services to probation female youth, including intensive family-centered, home-based gender specific services delivered to a targeted population of high-risk female youth ages 14-18, and their families. To ensure consistency in service delivery and fidelity to the program, Probation will provide training on the social learning model to the contractor's staff. The contracted services will include female youth and parent support services such as regular meetings with youth and their parents/guardians to discuss appropriate monitoring techniques of their children's activities, goal setting, and youth mentoring. Expected outcomes for the female youth include improved school attendance for the youth and, for the parent, improved parenting skills resulting in a stronger understanding on how to set goals and boundaries. Each contract will service 20-30 youth on an annual basis.

The Department will not request the contractor to perform services, which exceed the Board approved contract amount, scope of work, and/or contract dates.

In accordance with the Department of Human Resources memorandum dated November 16, 1995, these contracts have been reviewed in regard to the provisions for hiring displaced County employees. The contractors agree to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of these contracts and during the life of the contracts.

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In accordance with the Chief Administrative Office memorandum dated October 6, 1997, these contracts contain County requirements regarding the hiring of participants in the Greater Avenues for Independence/General Relief Opportunities for Work (GAIN/GROW) program.

The contract includes all County requirements, including, non-responsibility and debarment, child support compliance, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

These are Non-Prop A contracts. Consequently, there are no departmental employee relations issues and they will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

CONTRACTING PROCESS:

To solicit for the services, a comprehensive Request for Proposals (RFP) process was conducted. A RFP was developed to address the five (5) service areas known as Clusters, and through the solicitation and competitive negotiation process, approximately 650 letters were sent to service providers. Advertisements were placed in the Los Angeles Times, Eastern Group Publications and Los Angeles Sentinel. The solicitation information was also made available through the internet on the County of Los Angeles Internal Services Department website (Attachment C). As a result of the RFP issued on July 16, 2004, sixty-seven (67) potential providers requested copies of the RFP and fifty-one (51) potential providers attended the mandatory Proposer's conference. A total of thirty-eight (38) proposals were received for the five (5) Clusters (Attachment D).

The proposals were first reviewed using an initial screening "pass/fail" process to determine which proposals met the minimum mandatory requirements. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. A total of twenty-six (26) proposals (Attachment E) were not evaluated because they did not meet all the minimum requirements set forth in the RFP. Subsequently, these proposals were deemed non-responsive.

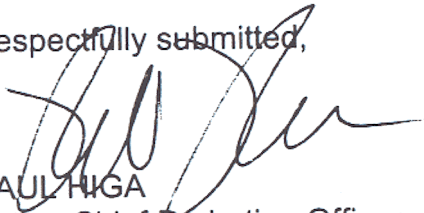
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The remaining twelve (12) proposals were evaluated on the strengths and weaknesses of critical categories to the services to be provided that were consistent with the criteria identified in the RFP. Stars Behavioral Health Group, American Asian Drug Abuse Program (AADAP), and Asian Youth Center are being recommended for contract award because their proposals were responsive and deemed beneficial to the County based on their planned level of services and capability.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will enable the Probation Department to comply with the Plan's mandate to contract with CBOs to provide home-based gender specific services to high-risk/high needs female youth.

Respectfully submitted,



PAUL HIGA
Acting Chief Probation Officer

Attachments (5)

c: Executive Officer, Board of Supervisors
 Chief Administrative Officer
 County Counsel
